



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:

NASLEMINST 1510.3P
N118

APR 30 2001

NAS LEMOORE INSTRUCTION 1510.3P

From: Commanding Officer, Naval Air Station, Lemoore

Subj: INDOCTRINATION OF NEWLY REPORTING PERSONNEL

Ref: (a) CINCPACFLTINST 5440.3H

Encl: (1) "I" Division Assignment Sheet/Schedule
(2) "I" Division Critique
(3) "I" Division Briefing Assignments

1. Purpose. To establish and administer an Indoctrination ("I") Division for Naval Air Station (NAS) Lemoore and publish the course schedule per reference (a).

2. Cancellation. NASLEMINST 1510.3N

3. Background. The NAS Lemoore "I" Division is established to inform, educate and orientate newly reporting personnel. Representatives from various units and departments present information on their respective areas.

4. Policy. The required attendance of newly reporting personnel for "I" Division is as follows:

a. All E-6 and below personnel will attend the full schedule of indoctrination.

b. All E-7 and above personnel from outside the area, will attend "I" Division. Other senior enlisted and junior officers from the local area will check-in directly with the chain of command and receive a modified version.

c. All personnel will attend the Navy Rights and Responsibilities Workshop, Career Information Training Course (CITC) and Safety Training.

d. Tenant commands are invited and encouraged to participate in NAS Lemoore's Indoctrination Program. Those commands desiring to participate should contact the "I" Division Coordinator.

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5. Action.

a. Command Master Chief

- (1) Monitor program effectiveness.
- (2) Advise command of needed improvements.

b. "I" Division Coordinator

- (1) Coordinate presenters and conduct "I" Division class.
- (2) Schedule personnel to next available "I" Division class.
- (3) Provide "I" Division class schedule and assignment sheet enclosure (1) to personnel upon check-in.
- (4) Muster attendees daily.
- (5) Ensure that "I" Division classes are conducted once a month or as necessary.
- (6) Ensure "I" Division class dates are posted in NAS Lemoore's Weekly Planning Bulletin.
- (7) Ensure completion of enclosure (2) by each student. Forward enclosure (2) to the Commanding Officer via chain of command.

c. Indoctrination Speakers. Present information contained in enclosure (3).



JOHN V. STIVERS

Distribution: (NASLEMINST 5215.2W)
Lists A and C

MEMORANDUM

From: "I" Division Coordinator

To: _____

Via: Department LCPO

Subj: Indoctrination (I) DIVISION ASSIGNMENT SHEET/SCHEDULE

1. You are assigned to attend the NAS Lemoore Indoctrination class from the _____ to _____ of _____.
2. On behalf of the "I" Division, we would like to take this opportunity to say "WELCOME ABOARD." "I" Division has something for everyone. For those married, you are strongly encouraged to bring your spouse. If you have children, make advance child care reservations by selecting and contacting a Home Day Care Provider from the listing provided at the Child Development Center.
3. During "I" Division you will meet NAS Lemoore's Commanding Officer, Executive Officer, and Command Master Chief. In addition you will be exposed to a variety of information concerning the base and the surrounding communities. Please ask questions and suggest any improvements you think we need in the program.
4. **All Naval Air Station E-6 and below that are 25 years of age and under will attend the Personal Responsibilities and Values, Education and Training (PREVENT 2001), if not documented in their service record.** You are responsible to schedule yourself for this training. The Prevent Coordinator can be reached at ext. 4787.
5. **All Naval Air Station personnel O-3 and below will attend a one day Career Information Training Course (CITC).** For further information contact the Command Career Counselor at ext. 3299/4331.
6. Muster in Training Building "A", Wing 1, Classroom 101 at 0715. Inform your division section leader that you will not be available for duty or watches during the seven -day "I" Division. Uniform for E-6 and below is clean dungarees; E-7 and above, summer khakis.
7. If you have any questions or problems with check-in procedures or sponsors, please call ext. 4041.

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"I" DIVISION CLASS SCHEDULE

Monday

0715-Muster.....	4041	"I" Division
0730-Command Master Chief.....	3367	Command Master Chief
0800-Executive Officer.....	3344	Executive Officer
0830-Commanding Officer.....	3344	Commanding Officer
0900-Fleet And Family Support Center	4042	FFSC Rep.
0930-Champus/Tricare.....	4490	Champus/Tricare Rep.
1030-Navy-Marine Corps Relief	4045	Navy Relief Director
1100-Recycling Center.	4900	Recycling Center Rep.
1115-American Red Cross.....	3388	Red Cross Rep.
1130-Chaplains Office.....	4618	Chaplain
1145-Fitness Center(Mainside Gym) .	4141	Fitness Center Rep.
1200-Lunch Break		
1300-QOL/MWR.....	4872	QOL/MWR Rep.
1330-Credit Union.....	998-4578	Belinda Boyd
1345-Commissary	4677	Commissary Manager

Tuesday

0715-Muster.....	4041	"I" Division
0730-Staff Judge Advocate (JAG)....	3351	SJA Office
0745-Navy Legal Service Office(NLSO)	3873	NLSO Office
0800-Violent Crime Prevention.....	3373	NCIS
0900-Security Dept/Crime Prevention	4756	Security Rep.
0930-Anti-Terrorist Training.....	4751	Security Rep.
1030-Navy College Learning Center .	3857	NCLC Rep.
1045-Navy College	3857	Navy College Rep.
1200-Lunch Break		
1315-Branch Medical Clinic	4378	Prev. Med. Rep.
1330-Lemoore Chamber of Commerce	924-6401	Chamber Rep.
1400-Department Of Motor Vehicles.	582-0561	DMV Hanford
1430-Hanford Visitor Agency.....	582-5024	Agency Rep.

Wednesday

0730-Muster.	3321	NR&R Coordinator
0745-Navy Rights & Responsibilities	3321	NR&R Coordinator
1130-Lunch		
1230-Master Chief's Time	4041	Command Master Chief
1400-Debt Management	4045	Navy Relief Rep.

Thursday

0800-Muster	3299	Career Counselor
0815-Career Info Training (CITC) ..	3299	Career Counselor
1200-Lunch		
1300-Continue CITC	3299	Career Counselor
1500-"First 72 Hours"	4041	Command Master Chief

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Friday

0800-Driver Improvement Course 3932 Safety Rep.

Monday

0745-Muster

0800-Safety/NAVOSH Indoctrination . 3932 Safety Rep.

1000-Hazard Communication Training 3932 Safety Rep.

1200-Lunch

1300-Back Injury Prevention 3932 Safety Rep.

1400-Hearing/Sight Conservation ... 3932 Safety Rep.

Tuesday

0745-Muster

0800-Safety Trng for Supervisors .. 3932 Safety Rep.

(E-5 and above only)

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'I' DIVISION CRITIQUE

NAME _____ RATE _____ COMMAND/DEPT _____ WORK PHONE # _____

THE "I" DIVISION IS CONDUCTED TO ASSIST YOU IN BECOMING AN INFORMED MEMBER OF THE NAS LEMOORE COMMUNITY. WE HOPE THAT THE INFORMATION PRESENTED WILL BENEFIT YOU. PLEASE HELP US TO IMPROVE OUR FUTURE PRESENTATIONS BY ANSWERING THE QUESTIONS BELOW.

	YES	NO
1. MARRIED _____ SINGLE _____ (IF SINGLE, PROCEED TO #2)		
MY SPOUSE ATTENDED THE PRESENTATIONS:		
WERE THE PRESENTATIONS BENEFICIAL FOR YOUR SPOUSE?	_____	_____
WERE THE PRESENTATIONS DIRECTED TOWARD YOUR SPOUSE?	_____	_____

2. WERE THE PRESENTATIONS USEFUL? IF NOT, PLEASE STATE YOUR REASONS. _____

3. WHAT WOULD YOU CHANGE ABOUT THE "I" DIVISION PROGRAM?
(PLEASE SPECIFY)

4. WHAT WOULD YOU LIKE TO SEE ADDED TO THE "I" DIVISION PROGRAM?
(PLEASE SPECIFY)

5. THE PRESENTATIONS PROVIDED:

TOO MUCH INFORMATION	_____
THE RIGHT AMOUNT OF INFORMATION	_____
NOT ENOUGH INFORMATION	_____

6. WHAT ARE YOUR COMMENTS CONCERNING INDOCTRINATION CONTENT, OR COURSES OF INSTRUCTION? (PLEASE SPECIFY)

7. ANY COMMENTS ON INDOCTRINATION OVERALL?

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ORIENTATION AND INDOCTRINATION BRIEFING ASSIGNMENTS

COMMANDING OFFICER:

WELCOME ABOARD, BRIEF HISTORY OF COMMAND, DISCUSSION OF PERSONAL PHILOSOPHY, RULE FOR SUCCESS.

EXECUTIVE OFFICER:

WELCOME ABOARD, COMMAND MISSION, STANDARDS OF CONDUCT, GROOMING STANDARDS, LEAVE AND LIBERTY POLICY, CHAIN OF COMMAND POLICY.

COMMAND MASTER CHIEF:

FACILITIES ONBOARD, PROFESSIONAL DEVELOPMENT BOARD, GRIEVANCE PROCEDURES, OFF LIMITS ESTABLISHMENTS, BASE HISTORY, REQUEST MAST PROCEDURES, ENERGY AWARENESS, HAZING POLICY, AREA ORIENTATION.

NAVY RIGHTS AND RESPONSIBILITIES:

NAVAL CITIZENSHIP, COMMUNICATION, RIGHTS, RESPONSIBILITIES, ACCOUNTABILITY, PRIVILEGES, POLICY DOCUMENTS, BARRIERS AND STEREOTYPES, SEXUAL HARASSMENT, GRIEVANCE/REDRESS PROCEDURES, FRATERNIZATION, COMMAND SPECIAL ISSUES.

NAVY LEGAL SERVICE OFFICE:

LEGAL AID, NJP, INDEBTEDNESS POLICY, REFERRAL OF CIVILIAN OFFENSES, POWERS OF ATTORNEY, VOTER REGISTRATION.

STAFF JUDGE ADVOCATE:

DUTIES AND RESPONSIBILITIES OF THE STATION JAG OFFICER.

NCIS VIOLENT CRIME PREVENTION/AWARENESS:

DISCUSSION OF HIGH CRIME AREAS AND METHODS OF VIOLENT CRIME PERPETRATORS, WAYS TO AVOID BECOMING A VICTIM.

SECURITY DEPARTMENT:

PREVENTION PROGRAMS, SECURITY PROCEDURES, DUI POLICY, VEHICLE REGISTRATION.

CHAMPUS/NAVAL HOSPITAL:

CHAMPUS (TRI-CARE) PRIME/EXTRA/STANDARD, SERVICES PROVIDED.

FLEET AND FAMILY SUPPORT CENTER:

MISSION, ASSISTANCE PROGRAMS OFFERED. PROVIDE SUICIDE PREVENTION/AWARENESS TRAINING AND SEXUAL ASSAULT VICTIM PROGRAM BRIEFING.

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CHAPLAINS OFFICE:

RELIGIOUS SERVICES OFFERED, FOOD LOCKER, RETREATS.

AMERICAN RED CROSS:

DISASTER PREPAREDNESS, EMERGENCY COMMUNICATIONS, HOURS OF OPERATION, CLASSES/SERVICES AVAILABLE.

NAVY/MARINE CORPS RELIEF SOCIETY:

DEBT MANAGEMENT, RELIEF SOCIETY SERVICES.

NAVY COLLEGE/LEARNING CENTER:

OFF DUTY EDUCATIONAL ADVANCEMENT OPPORTUNITIES.

BRANCH MEDICAL CLINIC:

HIV/AIDS AWARENESS TRAINING.

RECYCLING CENTER:

OPERATING SCHEDULE, RECYCLING PROGRAMS, COLLECTION POINTS.

QOL/MWR:

LOCATION OF MWR SITES, TYPES OF ACTIVITIES AVAILABLE, HOURS OF OPERATION OF MWR SITES.

CAREER COUNSELOR:

CAREER OPPORTUNITIES, BENEFITS, TRANSITION PROGRAMS

SAFETY:

SAFETY/NAVOSH INDOCTRINATION, BACK INJURY PREVENTION, HEARING/SIGHT CONSERVATION, HAZARD COMMUNICATION, SAFETY TRAINING FOR SUPERVISORS.